

Distribution Operator Tompkins County

Department: Town of Ithaca for Bolton Point SCLIWC

Classification: Competitive

Approved: 0

Revised: 07/98; 06/28/13; 04/14

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree; OR
- B) Graduation from high school or possession of a high school equivalency diploma AND one year of experience in a public water utility.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

An applicant must possess a "D" certification from the New York State Health Department in water distribution system operation at the time of appointment, and must be maintained throughout the duration of employment.

A valid driver's license acceptable to the Commission's insurance carrier is required at the time of appointment and must be maintained throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required after a medical examination but prior to appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for customer service, water system maintenance and repair, inspections, code compliance evaluation, meter reading and record-keeping functions of the Southern Cayuga Lake Intermunicipal Water Commission as it relates to the provision of water service. The incumbents are responsible for the safe and efficient operation and maintenance of the Bolton Point Municipal Water System (BPMWS). The incumbents will work under the direct supervision of the Distribution Manager or his/her designee. Some latitude is allowed for the exercise of independent judgment in implementing the work assignments of the Distribution department. A Distribution Operator may exercise leadership over the work of subordinates or subcontractors on specific assignments. The incumbent will perform other related duties as required.

TYPICAL WORK ACTIVITIES:

Performs maintenance on the BPMWS;
Locates and marks water lines accurately to prevent accidental damage during excavation;
Performs code compliance evaluations;
Inspects and documents the installation of water and sewer laterals;
Installs, tests, maintains, and retro-fits meters;
Reads customer meters during normal cycles or as required;
Generates a record of all repairs made to the system;
Assists in the collection of daily, monthly, and annual data used to prepare reports detailing operation of the Distribution department;
Performs on-call duties as needed, responding to system emergencies after hours and weekends;
Makes and meets schedules and prioritizes activities as determined by the circumstances;
Follows preventative maintenance schedules;
Performs daily maintenance and care on vehicles and other equipment used;
Assists in the maintenance of an inventory of equipment and supplies;
Assists in the training of personnel in water system and customer service operations;
Available for emergency response as an essential staff member;
Follows safety rules, general work habit regulations, and workplace expectations;

Keeps aware of safety procedures and potential safety hazards and relays them to the department members;
Performs all activities appropriate to the successful operation of the BPMWS.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
Good knowledge of and the ability to operate electronic line locating equipment, leak detection and GPS equipment;
Ability to follow a schedule and meet deadlines while performing in an unsupervised atmosphere;
Good knowledge of the BPMWS and general knowledge of sewer collection systems;
Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs;
Ability to operate computers for administrative and operational purposes;
Must be customer service oriented with an ability to maintain interpersonal relationships;
Performs duties in a cooperative, courteous and professional manner;
Good oral and written communication skills;
Ability to accurately create legible records;
Must maintain a neat, presentable appearance;
Must practice safe driving and work habits;
Alert, observant, reliable and dependable;
Ability to get along with others utilizing tact and courtesy;
The employee's physical condition shall be commensurate with the demands of the position.

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